TAMPMMPD-00

TRANSPORT ASSET MANAGEMENT PLAN - MAINTENANCE MANAGEMENT POLICY DOCUMENTS

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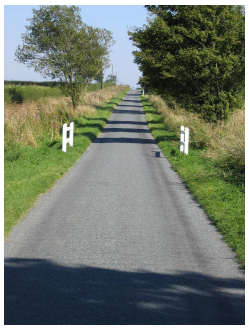
GUIDELINES FOR DETERMINING APPROVED MAINTENANCE HIERARCHIES FOR ROADS AND FOOTWAYS



CHAPTER ONE

East Sussex County Council

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INTRODUCTION

Under section 58(2) of the Highways Act[1] the highway authority has a special defence against an action for damages for non-repair of a highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section defines the principles of the maintenance hierarchies adopted in by this Highway Authority for roads, footways (pavements) and cycle ways in consideration of (a) above.

MAINTENANCE HIERARCHY

Maintenance hierarchies have been adopted for both roads (carriageway) and footways based on 'Well-maintained Roads Code of Practice for Highway Maintenance Management'[2], which recommends that hierarchies for maintenance should be developed to support corporate goals, local transport plans and network management policies. The Road and Footway categories have been determined in the following manner.

1 Road Maintenance Categories

The Code of Practice[2] defines road maintenance categories as follows:-

Category	Hierarchy Description	General Description
1	Motorways	Limited access motorway regulations apply
2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations.
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short–medium distance traffic.
3b	Secondary Distributors	Classified road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions.
4a	Link Roads	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions.
4b	Local Access Roads	Roads serving limited numbers of properties carrying only access traffic.

Determination of Road Hierarchy

The Code of Practice[2] recommends that hierarchies should take into account current and expected traffic characteristics and use, while having regard to Local Transport Plans.

The Local Transport Plan 2006-2011[3] contains a road hierarchy which:-

- takes account of the needs of all road users;
- ensures that traffic uses roads appropriate to its journey purpose and trip length;
- seeks to concentrate large volumes of traffic, particularly Heavy Goods Vehicles on the main roads and away from the more sensitive roads;
- enables local roads to be developed to give greater priority to pedestrians, shoppers and local residents;
- provide a greater opportunity to preserve the rural environments, often characterised by country lanes, and pedestrian orientated 'home zones' that place pedestrians at the op of the user hierarchy.

Development of the hierarchy considered all the County's roads against a range of criteria to establish their functionality and classification within the hierarchy. This criteria included traffic flow, maintenance requirements and suitability for use by public transport, cycling and walking.

The Road Maintenance Hierarchy is based on the East Sussex Road Network contained within the Local Transport Plan[3]. The following table compares the East Sussex Road Network with the maintenance hierarchy in the Code of Practice:-

Category	Road Maintenance Hierarchy Description	East Sussex Road Hierarchy General Description
1	Motorways	Category 1 is not applicable to East Sussex
2	Strategic Route	Primary Route
3a	Main Distributor	Inter Urban Routes
3b	Secondary Distributors	Intra-Urban Roads
		Intra-Rural Roads
4a	Link Roads	Business / Industrial Roads
		Residential Roads
		Village Roads
4b	Local Access Roads	Country Lanes
		Minor Urban Roads
		Minor Rural Roads

2 Footway Hierarchy

The Code of Practice[2] defines road maintenance categories as follows:-

Category	Hierarchy Description	General Description
1a	Prestige Walking Routes	Very busy areas of towns and cities with high public use and street scene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

Determination of Footway Hierarchy

Guidance within the Code of Practice[2] as to how footways should be assigned in a particular category within the hierarchy states that this should be a matter for local discretion. However, the following issues should be taken into consideration:

- pedestrian volume;
- current usage and proposed usage;
- accident and other risk assessment;
- age and type of footway (e.g. old flagged footways may require more frequent inspection than newly laid); and
- character and traffic use of adjoining carriageway.

The footway hierarchy should also have regard to any network of 'housing footways', serving housing estates or related development, which may be un-adopted as public highways but maintained separately by the authority. Users will make no distinction and will consider the footway network as a whole.

It may be possible to introduce a method of categorising footways by their pedestrian volume, however, this data is not available at present and therefore the following guidelines have been developed to produce a consistent footway hierarchy.

FOOTWAY HIERARCHY DESCRIPTIONS

Category	*Definition*
1a	**Prestige Walking Routes** It is considered that there are no walking routes within East Sussex that have very high public use and street scene contribution.
1	**Primary Walking Routes** These shall include those shopping areas considered to be the main shopping areas within an urban area, the extent of which shall have been determined by local knowledge.

FOOTWAY HIERARCHY DESCRIPTIONS

Category	*Definition*
2	**Secondary Walking Routes** These include sections of footway which encompass; • Local shopping areas; • Where there is high density tourist traffic; • Main pedestrian routes between main shopping areas and tourist attractions; • Main routes between main shopping areas and bus/railway stations and footways adjacent to these establishments.
3	**Link Footways** In urban areas these include; • urban twittens; • housing estates and cul-de-sacs; • and all other footways not included in categories 1 and 2 above. In rural areas these also include; • local shopping areas; • where there is high density tourist traffic may occur.
4	**Local Access Footways** In urban areas these include; • surfaced urban 'public footpaths' ; In rural areas these shall include • All other rural footways not included in category 3 above

Urban Area Designation

Urban areas will be those defined in the County Structure Plan[4] and listed in Appendix 1, and shall extend to the 'Town' boundary sign.

Rules On Categorising Footways

Footway categories may vary from one side of the road to the other, as well as along a section of road it is therefore difficult to issue comprehensive guidelines on how to categorising footways as local knowledge will be paramount. However, the following simple rules were adopted.

1. Changes in category should not occur arbitrarily along a section of road. A main shopping area may abruptly end, but from the perspective of the public a change in inspection frequency or maintenance standards will not be discernible. Where possible a change in category should occur at a convenient location easily located on the ground, at the nearest junction or where a junction occurs opposite the footway in question. In rural areas the change can occur where the speed limit changes.

2. Where an overlap may occur between two categories (i.e. where footways meet at junctions) then the higher category shall apply.

3. Different categories of footway can occur on either side of the road (i.e. where local shops occur), however, where practical this should be avoided.

3 Cycleway Hierarchy

Cycleway categories may not generally be the same as adjacent footways or roads. The following have been adopted and are based on the Code of Practice recommendations;

Category	Hierarchy Description	
A	Cycle lane	forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).
B	Cycle track	a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
C	Cycle trails	leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.

Notes

1 Cycleways shall only be routes clearly identified by traffic signs taken from Schedule 5 of the Traffic Signs Regulations[5]

ADOPTION OF CARRIAGEWAY, FOOTWAY & CYCLEWAY MAINTENANCE HIERARCHIES

Separate sets of plans showing the road and footway hierarchies are held by Network offices and are coloured using the following keys;

1 Road Hierarchy

Category	Description	Colour
2	Strategic Routes.	Blue
3a	Main Distributors	Green
3b	Secondary Distributors	Pink
4a	Link Roads	Orange
4b	Local Access Roads	Not coloured

Where maintainable highways are not shown on the plans than the highway is considered to be in Category 4b.

2 Footway Hierarchy

Category	Description	Colour
Urban Areas		
1	Primary Walking Routes	Blue
2	Secondary Walking Routes	Green
3	Link Footway	Pink
4	Link Access Footway	Not coloured
Rural Areas		
3	Link Footway	Pink
4	Link Access Footway	Not coloured

Where maintainable footways are not shown on the plans than the footway is considered to fall in the lowest category in the respective urban or rural areas.

MAINTENANCE AND UPDATING OF CARRIAGEWAY, FOOTWAY AND CYCLEWAY MAINTENANCE HIERARCHIES

1 Minor Amendments

Minor amendments to a hierarchy may be instigated by the Highway Network Manager in consultation with head office, where changes occur in the network which affect the character of a carriageway, footway or cycleway.

2 Major Review of Hierarchies

A major review of all the hierarchies shall be undertaken to coincide with the updating of the Local Transport Plan.

Bibliography

1 Highway Act 1980 published by The Stationery Office
2 Well-maintained Highways - Code of Practice for Highway Maintenance Management published in 2005 by the Roads Liaison Group
3 Local Transport Plan 2006-20011 published in 2006 by East Sussex County Council
4 County Structure Plan 1991 - 2011, Background Papers for Urban and Rural Areas.
5 The Traffic Signs Regulations and General Directions 2004 published by The Stationery Office

URBAN AREAS TAKEN FROM COUNTY STRUCTURE PLAN 1991-2011

Urban Area	District/Borough
Eastbourne	Eastbourne
Hastings	Hastings
Lewes	Lewes
Newhaven	Lewes
Peacehaven/Telscombe Cliffs/Saltdean	Lewes
Seaford	Lewes
Battle	Rother
Bexhill	Rother
Rye	Rother
Crowborough	Wealden
Hailsham	Wealden
Heathfield	Wealden
Polegate	Wealden
Uckfield	Wealden
Willingdon	Wealden

TAMPMMPD-02

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

MAINTENANCE STANDARDS & WARNING LEVELS

CHAPTER TWO

East Sussex County Council
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INTRODUCTION

Under section 58(2) of the Highways Act[1] the highway authority has a special defence against an action for damages for non-repair of highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section defines the maintenance standards approved by this Highway Authority for roads, footways and cycleways in consideration of (b) and (c) above.

MAINTENANCE STANDARDS

The main reference document for maintenance standards is the 'Well-maintained Roads Code of Practice for Highway Maintenance Mangement[2]', which contain national standards that have been established after research and represent a range of values, thus enabling a highway authority to select standards appropriate to its policies and local circumstances.

The maintenance standards and warning levels which follow have been grouped into the county's maintenance budget headings for ease of reference.

1. *Routine Maintenance*

Cyclic Maintenance

These can be grouped into the following types of work:-

a. *Verge Maintenance*

The management of urban and rural roadside verges to ensure the safe passage of vehicles and conservation of the flora, works include;

Grass cutting.
Weed control.
Hedges (only where maintained by East Sussex).
Siding (removal of edge of verge encroaching upon carriage and footway width) .
Management of special verges (cutting only at specified times).

b. *Gully Emptying, Drain Cleaning and Minor Repairs*

The emptying of gullies and catchpits and hydraulic jetting of gully connections and drain runs, and minor repairs to gullies catchpits, grip clearing and cleaning gully tops and the drainage system.

c. *Traffic Signs*

The cleaning of traffic signs.

CYCLIC MAINTENANCE STANDARDS

a. Verge Maintenance

Grass Cutting

Rural Roads

Safety - Minimum of twice per annum only for visibility at junctions and for safety on the inside of bends where sight lines between road users may be obscured by vegetation.

swathe cuts - Two cuts per annum

All areas - highway grass to be cut:

- every year on principal (A class) roads
- once every four years on all other roads

Urban Roads

5 cuts per year.

Special Verges

Areas of verge defined and marked as containing items of botanical interest will be specially maintained with grass cutting arranged to meet the needs of individual verges.

Note

i The standards adopted for grass cutting throughout the county will be dependent upon the funds available in the maintenance budget.

Weed Control

Street Furniture, Paved Areas and Kerbs/Channels

Weeds only treated using an herbicide from the county approved list.

Hedge Trimming

Once a year on roads where the responsibility of the Highway Authority adjacent to road/footway. Where there are special requirements in visibility areas, cutting is undertaken when required.

Siding

i. Rural areas only the minimum amount of siding should be carried out on carriageways, e.g. when needed before surface dressing and the renewal of edge markings, since in most cases the traffic keeps the carriageway clear.

ii. On footways only the minimum amount of siding should be carried out to preserve an adequate width of footway for all types of pedestrian traffic where this is considered necessary on an ad-hoc basis..

CYCLIC MAINTENANCE STANDARDS
b. Gully Emptying, Drain Cleaning and Minor Repairs
Gully Cleaning i. Gullies cleansed twice per annum in rural areas. In urban areas gullies cleansed once per year, where problem areas are identified by the Network office more frequent cleansing may occur. ii. Gully tops cleared on average four times per annum where this is required, though the frequency may be increased where problem areas are identified by the Network office. iii. Connections rodded as necessary.
Culverts, Manholes and Piped Drainage/Soakaways i. Cleaned on a reactive basis.
Note i. Culverts refer to pipes with a clear opening less than 1.0m, spans greater than this are structures.
c. Traffic Signs
Non-Illuminated Traffic Signs & Bollards i. Cleaning when required.

2. *Preventative and Structural Maintenance*

Preventative and structural maintenance although two separate types of work are, for the purposes of setting maintenance standards, interlinked. If preventative maintenance is not undertaken at a certain stage in the life of a carriageway or footway then at a later stage more expensive structural maintenance measures will have to be undertaken.

There are two different types of standard which can be set for carriageway or footway, these are;

1. *Warning Levels*

These are an engineering measurement and are used as a method for prioritising work on a needs basis, within the resources available.

2. *Intervention Levels*

These are levels at which intervention needs to be considered and can include the size of particular defects which the highway authority would be expected to take immediate action to make safe. These can be found in **TAMPMMPD-04 - Guidance Notes for Inspectors when Undertaking 'Safety' Inspections**.

a. Carriageways

There are a number of modes of deterioration for carriageways with the condition being measured in the following ways;

(i) Loss of Anti-skid Surfacing

The loss or stripping off of anti-skid material which has normally been laid at sensitive locations.

(ii) Surface Fatting Up

The surface of the road becoming bitumen rich. This can occur due to a combination of excess bitumen migrating to the surface with the aggregate moving below the surface.

(iii) Heavy Crazing/Cracking

The cracking and coarse crazing of the surface leading to the ingress of water into the road foundation.

(iv) Pushing/Rutting and Deformation

This is the pushing of the top surface due to the action of the vehicles. The formation of ruts or channels in the wheel tracks and deformation due to a week foundation.

(v) Minor Potholing

Extensive areas of minor potholing which would not be identified within the safety inspections as a category 1 defect.

(vi) Verge Damage

Excessive damage to the verge by overriding of vehicles.

(vii) Drainage Competence

Ponding of water on the surface showing either inadequate drainage or poor vertical alignment.

(viii) Road Marking Visibility

The loss of road markings at junctions and solid white lines in the centre of the road.

The following are the warning levels for each category of road taken from the road hierarchy[2],

CARRIAGEWAY - WARNING LEVELS

Location	Warning Category	Road Category	
		1 & 2	3 & 4
Loss of Anti-Skid Surfacing			
Whole Road	High	Length ***greater than 25metres*** in either lane	Length ***greater than 50metres*** in either lane
	Medium	Length between ***10metres to 25metres*** in either lane	Length between ***25metres to 50metres*** in either lane
	Low	Length between ***5metres to 10metres*** in either lane	Length between ***10metres to 25metres*** in either lane
Surface Fatting Up			
On a sharp bend (warning sign present), or the approaches to pedestrian crossing or signalised junction.	High	Length ***greater than 25metres*** in either lane	Length ***greater than 50metres*** in either lane
	Medium	Length between ***10metres to 25metres*** in either lane	Length between ***25metres to 50metres*** in either lane
	Low	Length between ***5metres to 10metres*** in either lane	Length between ***10metres to 25metres*** in either lane
Approaches to sharp bend (warning sign present) or major junctions (A or B roads)	High	Length ***greater than 100metres*** in either lane	Length ***greater than 200metres*** in either lane
	Medium	Length between ***50metres to 100metres*** in either lane	Length between ***100metres to 200metres*** in either lane
	Low	Length between ***25metres and 50metres*** in either lane	Length between ***50metres and 100metres*** in either lane
Non-event section of road	High	Length ***greater than 200metres*** in either lane	Length ***greater than 300metres*** in either lane
	Medium	Length between ***100metres to 200metres*** in either lane	Length between ***200metres to 300metres*** in either lane
	Low	Length between ***50metres and 100metres*** in either lane	Length between ***100metres and 200metres*** in either lane
Heavy Crazing/Cracking			
Whole Road	High	Length ***greater than 50metres*** in either lane	Length ***greater than 100metres*** in either lane
	Medium	Length between ***25metres to 50metres*** in either lane	Length between ***50metres to 100metres*** in either lane
	Low	Length between ***10metres to 25metres*** in either lane	Length between ***25metres to 50metres*** in either lane

CARRIAGEWAY - WARNING LEVELS

Location	Warning Category	Road Category 1 & 2	Road Category 3 & 4
Pushing/Rutting/Deformation			
On sharp bend (warning sign present), or the approaches to pedestrian crossing or signalised junction.	High	Length ***greater than 25metres*** in either lane	Length ***greater than 50metres*** in either lane
	Medium	Length between ***10metres to 25metres*** in either lane	Length between ***25metres to 50metres*** in either lane
	Low	Length between ***5metres to 10metres*** in either lane	Length between ***10metres to 25metres*** in either lane
Approaches to sharp bend (warning sign present) or major junctions (A or B road)	High	Length ***greater than 100metres*** in either lane	Length ***greater than 200metres*** in either lane
	Medium	Length between ***50metres to 100metres*** in either lane	Length between ***100metres to 200metres*** in either lane
	Low	Length between ***25metres and 50metres*** in either lane	Length between ***50metres and 100metres*** in either lane
Non-event section of road	High	Length ***greater than 200metres*** in either lane	Length ***greater than 300metres*** in either lane
	Medium	Length between ***100metres to 200metres*** in either lane	Length between ***200metres to 300metres*** in either lane
	Low	Length between ***50metres and 100metres*** in either lane	Length between ***100metres and 200metres*** in either lane
Minor Potholing			
Whole Road	High	Length ***greater than 50metres*** in either lane	Length ***greater than 100metres*** in either lane
	Medium	Length between ***25metres to 50metres*** in either lane	Length between ***50metres to 100metres*** in either lane
	Low	Length between ***10metres to 25metres*** in either lane	Length between ***25metres to 50metres*** in either lane
Verge Damage			
Either Verge	High	Length ***greater than 50metres***	Length ***greater than 100metres***
	Medium	Length between ***25metres to 50metres***	Length between ***50metres to 100metres***
	Low	Length between ***10metres to 25metres***	Length between ***25metres to 50metres***
Drainage Competence			
Whole Road	High	Length ***greater than 25metres*** in either lane	length ***greater than 50metres*** in either lane
	Medium	Length between ***10metres to 25metres*** in either lane	Length between ***25metres to 50metres*** in either lane
	Low	Length between ***5metres to 10metres*** in either lane	Length between ***10metres to 25metres*** in either lane

CARRIAGEWAY - WARNING LEVELS			
Location	**Warning Category**	**Road Category**	
		1 & 2	**3 & 4**
Road Marking Visibility			
Junctions including right turn hatched marking lanes	High	***At least 50%*** of the junction road markings lost	***At least 75%*** of the junction road markings lost
	Medium	***Between 25% and 50%*** of the junction road markings lost	***Between 50% and 75%*** of the junction road markings lost
	Low	***Between 10% and 25%*** of the junction road markings lost	***Between 25% and 50%*** of the junction road markings lost
Solid white line centre markings	High	Length ***greater than 25metres***	length ***greater than 50metres***
	Medium	Length between ***10metres to 25metres***	Length between ***25metres to 50metres***
	Low	Length between ***5metres to 10metres***	Length between ***10metres to 25metres***

b. Footways & Kerbs

There are a number of modes of deterioration for footways;

(i) Cracked/Broken Paving Slabs

Extensive cracked or broken slabs.

(ii) Heavy Crazing/Cracking Blacktop Footway

The cracking and coarse crazing of the surface leading to the ingress of water into the road foundation.

(ii) Displaced Kerbs

Lengths of kerbs which have been displaced.

The following are the warning levels for each category of footway taken from the footway hierarchy[3],

FOOTWAY - WARNING LEVELS			
Location	**Warning Category**	**Footway Category**	
		1 & 2	**3 & 4**
Cracked/Broken Paving Slabs			
Whole Footway	High	Length ***greater than 25metres***	Length ***greater than 50metres***
	Medium	Length between ***10metres to 25metres***	Length between ***25metres to 50metres***
	Low	Length between ***5metres to 10metres***	Length between ***10metres to 25metres***

FOOTWAY - WARNING LEVELS			
Location	Warning Category	Footway Category	
		1 & 2	3 & 4
Heavy Crazing/Cracking Blacktop Footway			
Whole Footway	High	Length ***greater than 25metres***	Length ***greater than 50metres***
	Medium	Length between ***10metres to 25metres***	Length between ***25metres to 50metres***
	Low	Length between ***5metres to 10metres***	Length between ***10metres to 25metres***
Displaced Kerbs			
Whole Footway	High	Length ***greater than 50metres***	Length ***greater than 100metres***
	Medium	Length between ***25metres to 50metres***	Length between ***50metres to 100metres***
	Low	Length between ***10metres to 25metres***	Length between ***25metres to 50metres***

c. *Drainage*

The objective of highway drainage is supporting the principal objectives of structural maintenance by ensuring that surface water is removed from the carriageway as quickly as possible and not allowed to pond or penetrate to the foundations of the road.

DRAINAGE - MAINTENANCE STANDARDS

Drainage Items Recommended Cyclic Standard

a. Culverts and manholes cleaned when required.
b. Grips and highway authority ditches should be cleared of vegetation and dug out when required.
c. Piped drainage, soakaways and associated systems should be cleared when required.

Ironware in Carriageways

Manhole covers and boxes, Gully frames and gratings should have a gradient between the gully and surrounding surface to allow water to flow into the opening. When boxes, frames and covers are found to be greater than 20mm lower than the surrounding carriageway, they should be considered for re-setting.

d. Roadmarkings and Roadstuds.

Maintenance and replacement of the existing roadmarkings and roadstuds.

ROADMARKING AND ROADSTUD - MAINTENANCE STANDARDS

Replacement due to Maintenance Works

i. Temporary warning signs must be provided where mandatory markings are removed and shall be retained until the permanent markings have been replaced.

ii. Markings and road studs should be replaced as soon as economically practicable after completion of the surfacing works, but not more than 28days.

e. Traffic Signs (non-illuminated)

Maintenance and replacement of the existing non-illuminated traffic signs and bollards.

TRAFFIC SIGNS (NON-ILLUMINATED) - MAINTENANCE STANDARDS

	Description	Standard
I	Cleaning	When required
ii	Replacement and repair of signs and bollards	The speed of permanent repair or replacement will depend on the degree of danger.
iii	Painting of fingerposts, supports and frames	When required (condition reported when cleaned) but not exceeding 10 years interval

f. Fences, Barriers and Walls

Those safety barriers, pedestrian barriers, fences and small retaining walls owned by the Highway Authority.

FENCES, BARRIERS AND WALLS - MAINTENANCE STANDARDS

	Description	Standard
i.	Painting	When required
ii	Cleaning	This is only expected to occur where safety barriers or guard railings are being used in lieu of chevron warning signs.

Note

1 A small retaining wall has a retained height less than 1.0m

3 *Structural Maintenance*

The standards and warning levels for carriageway and footway works are the same as for preventative maintenance.

4 *Winter Maintenance*

The main reference document for national standards is the Winter Maintenance Chapter to the Code of Practice[2].

Detailed arrangements for winter maintenance are published annually by the Transport and Environment department within a Winter Service Policy & Plan. This document sets out the standards for salt, plant and vehicles, weather information, performance monitoring and communications. The following is a summary of the main standards adopted:-

WINTER - MAINTENANCE STANDARDS

Precautionary Salting Roads

The following categories of road will be included within the schedule of routes to be precautionary salted:

Category 2	-	Strategic Routes
Category 3A	-	Main Distributors
Category 3B	-	Secondary Distributors
Category 4A	-	Link Road

Precautionary Salting Response and Treatment Times

Response Time

1 hour — period between a decision being taken to begin treatment and vehicles leaving the depot

Treatment Time

3 hours — period vehicles leaving the depot and the completion of treatment on all priority routes.

This authority aims to:

(i) complete precautionary salting of priority carriageways by 7.30am.

These targets are designed to ensure that precautionary salting is completed before the morning rush hour, but there will be occasions when weather conditions dictate otherwise.

Weather Forecast

This shall include as a minimum the following requirements:-

(i) a detailed 24 hour road weather forecast;
(ii) a 2 to 5 day forecast for planning purposes;
(iii) a 24 hour Consultancy service;
(iv) the timing of forecasts to ensure that they meet the authority's decision making needs.

Road Danger Warnings are also to be received in October and April

5 Traffic Signals

The following standards have been adopted for traffic signal and signalised pedestrian crossings;

TRAFFIC SIGNAL - MAINTENANCE STANDARDS

	Description	Standard
i	Lamp changing	Lamps are changed at 6 monthly intervals
ii	Mechanism/Electrical	Annually or when a fault is suspected
iii	External cleansing	6 monthly or when a fault is suspected
vi	Fault logging	Daily

Notes

1. Remote monitoring systems linked to controllers via telephone lines report most faults which can occur.

Bibliography

1 **Highways Act 1980 published by The Stationery Office**

2 **See TAMPMMPD-01 - Guidelines for Determining Approved Maintenance Hierarchies for Roads, Footways and Cycleways.**

TAMPMMPD-03

TRANSPORT ASSET MANAGEMENT PLAN
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MAINTENANCE MANAGEMENT POLICY DOCUMENTS

INSPECTION FREQUENCIES

CHAPTER THREE

East Sussex County Council
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INTRODUCTION

Under section 58(2) of the Highways Act[1] the highway authority has a special defence against an action for damages for non-repair of a highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section defines the frequencies of inspections within East Sussex in consideration of (d) above.

URBAN AREA DEFINITION

Urban areas are those as defined in the County Structure Plan[2] and listed in Appendix 1 of **TAMPMMPD - 01**, and shall extend to the 'Town' boundary sign.

CARRIAGEWAY, FOOTWAY AND CYCLEWAY INSPECTIONS

1 *Carriageway Inspections*

The following safety inspection frequencies for carriageways have been adopted by East Sussex and are based on the starting point of the Code of Practice[3], with local consideration given to the inspection frequencies;

Road Category	Description	Frequency of Inspection	Lenience
2	Strategic Routes	Once per month	3 working days
3a	Main Distributor	Once per month	3 working days
3b	Secondary distributor	Once per month	3 working days
4a	Local Roads	Once every six months	One Week
4b	Local Access Roads – Urban	Once every six months	One Week
	Local Access Roads – Rural	Once every year	Two Weeks

Notes

1. For a more detailed explanation of the road hierarchy see **TAMPMMPD – 01.**
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.
3. Where there are long intervals between inspections, action will be necessary immediately following any public complaint.

2 *Footway Inspections*

The following safety inspection frequencies for footways have been adopted by East Sussex and are based on the starting point of the Code of Practice[3], with local consideration given to the inspection frequencies;

Footway Category	Description	Frequency of Inspection	Lenience
1a	Prestige Areas	Once per month	3 working days
1	Primary Walking	Once per month	3 working days
2	Secondary Walking Routes	Once every three months	3 working days
3	Link Footway	Once every six months	One Week
4	Link Access Footway	Once a year	Two Weeks

Notes

1. For a more detailed explanation of the footway hierarchy see **TAMPMMPD– 01.**
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.
3. Where there are long intervals between safety inspections, action will be necessary immediately following any public complaint.

3 *Cycleway Inspections*

The following safety inspection frequencies for cycleways have been adopted by East Sussex and are based on the recommendations of the Code of Good Practice[3] above, with consideration also given to the inspection frequencies of neighbouring highway authorities;

Cycleway Category	Description	Frequency of Inspection	Lenience
A	Cycle lane	As Contiguous Road	As Contiguous Road
	Cycle gap	As Contiguous Road	As Contiguous Road
B	Cycle track	Once every six months	One Week
	Shared cycle/pedestrian paths	As Contiguous footway	As Contiguous Road
C	Cycle trails	Once every year	Two Weeks

Notes

1. For a more detailed explanation of the cycleway hierarchy see T**AMPMMPD–01**.
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.
3. If due to the character of the cycleway changing category anywhere along its length, then a higher inspection frequency may be adopted to ensure that all of the cycleway is inspected at the same time.
4. Where there are long intervals between safety inspections, action will be necessary immediately following any public complaint.

4 *Schedule of Inspections*

Schedules of roads, footways and cycleways has been produced by each Network office to comply with these inspection frequencies and are retained at the Network offices.

5 *Inspection Records*

All repairs shall be recorded and details retained for a minimum of 6 years.

HIGHWAY TREES

The following standards have been adopted:-

i	All highway trees within and adjoining the highway should be inspected for dangerous conditions once every two years. The inspection shall be planned that it will alternate between when the trees are dormant and in full growth.

SMALL CULVERTS, MANHOLES AND PIPED DRAINAGE SYSTEMS

1 *Definitions*

For the purposes of inspection frequencies the following definitions have been adopted;

a) A small culvert is a pipe with a clear opening less 1.0 metre

Where a culvert has a clear opening greater than this it is deemed a structure, see Bridge Maintenance

2 *Inspections*

i	Piped drainage outfalls inspected every two years.
ii	Culverts and manholes should be inspected every five years.
iii	French drain filter material inspected every five years.
iv	Soakaways should be inspected when required.
Notes	
1	Those culverts and parts of a drainage system that habitually give trouble may be inspected on a more frequent basis.

SAFETY BARRIERS, PEDESTRIAN GUARDRAILS AND SMALL RETAINING WALLS

1 *Definitions*

For the purposes of inspection frequencies the following definitions have been adopted;

a) A small retaining wall has a retained height less than 1.0 metre.

Where a retaining wall has a height greater than this it is deemed a structure, see Bridge Maintenance

2 *Inspections*

i	Safety barriers and pedestrian guardrails visually inspected when required but not less than at 2 year intervals.
ii	Small retaining walls visually inspected when required but not less than at 2 year intervals.
Notes	
1	Inspection frequencies only applicable to safety barriers, pedestrian guardrails and small retaining walls maintained by the highway authority.

BRIDGE MAINTENANCE

1 *Definitions*

For the purposes of inspection frequencies the following structure definitions have been adopted;

a) A culvert has a clear span greater than or equal to 1.0 metre and less than 3.0

b) A bridge has a clear span greater than or equal to 3.0 metres

c) A retaining wall is considered a structural wall when the retained height is greater than or equal to 1.0 metre.

The above does not include bridges on the rights of way network.

2 *Inspections*

The following inspections are undertaken in accordance with BD63/94[4] and the Management of Structures - A Code of Practice[5].

a. *General Inspection*

Representative parts a structure are inspected by engineering staff at the following intervals;

Description	Frequency of Survey
Bridges, Tunnels, Subways and Culverts	once every 14 months
Retaining walls	once every two years

b. *Principal Inspections*

Close examination of all parts of the structure and a report on its condition carried out by engineering staff at the following intervals

Description	Frequency of Survey
Major Structures and all those over railways	once every six years
All other bridges	once every ten years

2 *Assessments*

In addition to the national loading standards to BD 21/93[6] the carrying capacity for typical Abnormal Load configurations will also be undertaken on each bridge.

ROADMARKINGS AND ROADSTUDS

The following standards have been adopted:-

	Description	Standard
i	Roadstuds scouted for reflectivity	once a year prior to autumn/winter at night

Notes

1. Inspection of roadmarkings and roadstuds will be undertaken at the same time, with reflectivity measured purely as loss of markings and studs.

TRAFFIC SIGNAL MAINTENANCE

The following standards have been adopted:-

	Description	Standard	Lenience
1.	Scouting for illumination	No standard (see note 1)	---
2.	Internal inspection and cleaning	Annually or when required	One month
3.	Checking on phasing	3 monthly	Two weeks
4.	Checking on alignment	3 monthly	Two weeks
5.	Mechanism/Electrical	Annually or when a fault is suspected	---

Notes

1. Remote monitoring systems linked to controllers via telephone lines report most faults that can occur.
2. The dates between inspections shall be subject to the 'frequency of inspections' plus or minus the stated 'lenience'. The survey period will revert to the initial inspection period should a lenience occur.

Bibliography

1 Highways Act 1980 published by The Stationery Office.

2 County Structure Plan 1991 - 2011, Urban and Rural Background Papers.

3 Well- maintained Highways Code of Practice for Highway Maintenance Management published in 2005 by the Roads Liaison Group

4 Department of Transport Design Manual for Roads and Bridges Volume 3 - BD 63/94 - Inspection of Highway Structures

5 Management of Highway Structures - A Code of Practice published in 2005 by the Roads Liaison Group

6 Department of Transport Design Manual for Roads and Bridges Volume 3 - BD 21/93 - The Assessment of Highway Bridges and Structures

TAMPMMPD-04

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

STANDARDS FOR CATEGORY 1 DEFECTS

CHAPTER FOUR

East Sussex County Council
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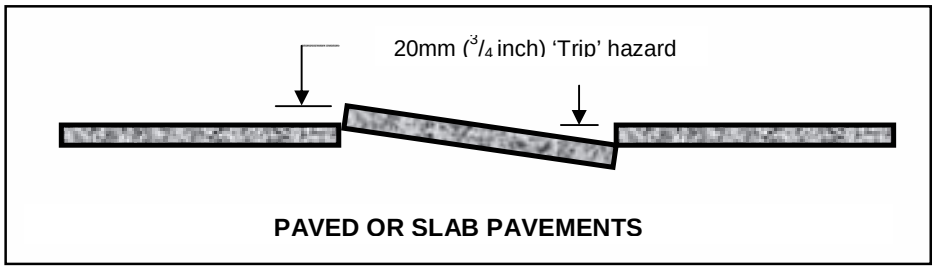
INTRODUCTION

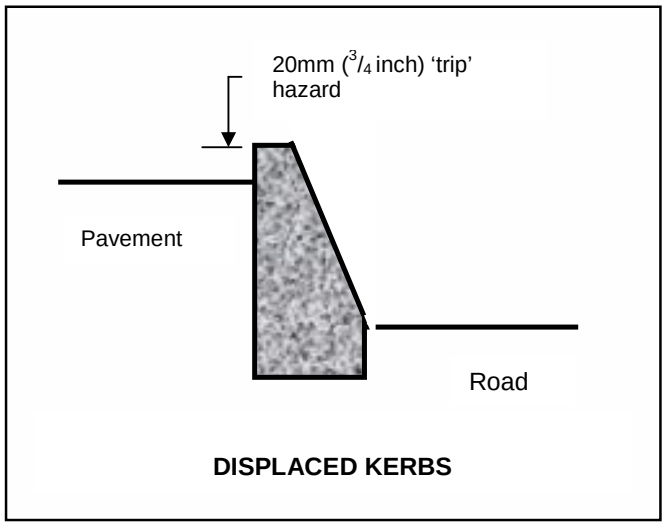
This chapter defines the standards required for maintenance for category 1 defects which constitute a real hazard to public safety and should be repaired within 24 hours, the performance of which is monitored.

PAVEMENTS, KERBS & BLACKTOP/TARMAC PAVEMENTS

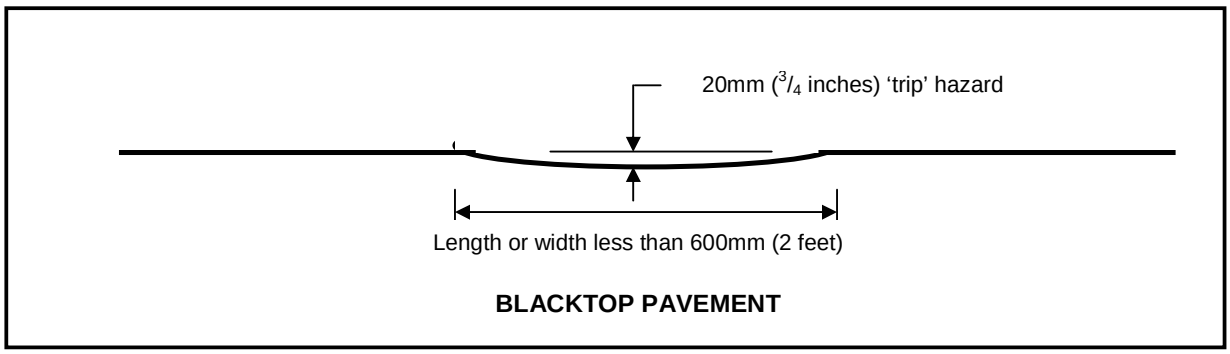
In defined Primary and Secondary Walking routes[1] where the adopted inspection frequency is the same, repairs will be carried out when a 'trip' hazard of 20mm ($^3/_4$ inch) is either found through our regular safety inspections or where the fault is reported to us by members of the public. For blacktop or tarmac pavements the 'trip' hazard is defined as 20mm ($^3/_4$ inch) or more in depth and less than 600mm (2 feet) in width or length.



PAVED OR SLAB PAVEMENTS



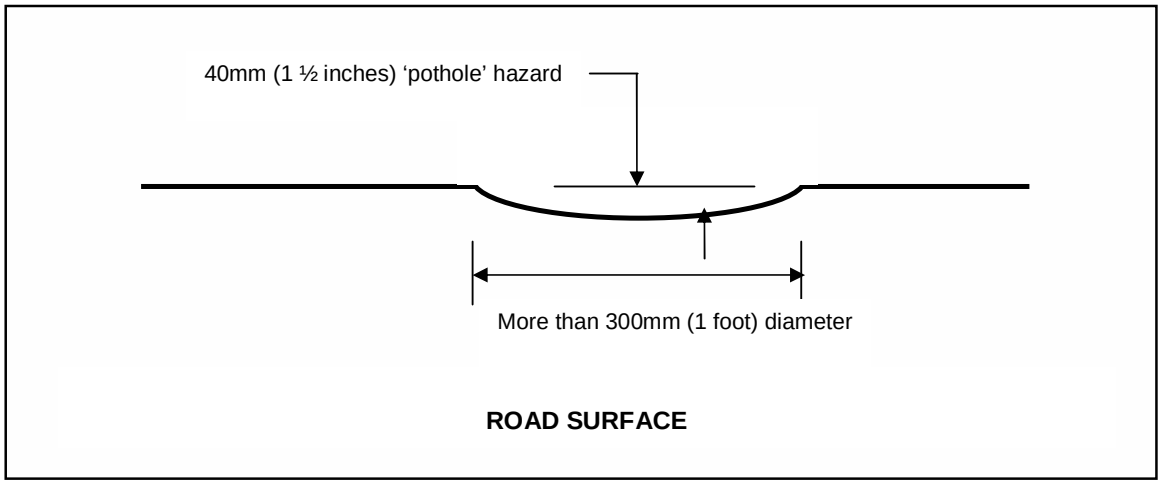
DISPLACED KERBS



BLACKTOP PAVEMENT

ROAD OR CARRIAGEWAY

On Strategic Routes, Main and Secondary Distributors where the adopted inspection frequency is the same. Repairs will be carried out where a 'pothole' hazard of 40mm (1 ½ inches) or more in depth and with an equivalent diameter of 300mm or over, is either found through our regular safety inspections or where the fault is reported to us by members of the public.



IN ALL AREAS

The following is a schedule of deficiencies to be identified during safety inspections:-

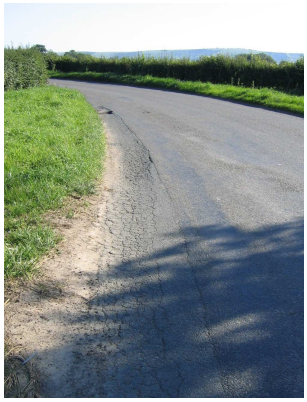
- Missing regulatory signs.
- Missing ironwork covers or gratings.
- Damaged safety fences/barriers impeding the highway or footway.
- Damaged signs/street furniture which overhang the highway or footway and which are likely to collapse.
- Loose road studs
- Cracks in footways/cycleways wider than 25mm (1 inch) and longer than 300mm (1 foot).

[1] For the definitions of footway and road hierarchies see TAMPMMPD-02 - Guidelines for Determining Approved Maintenance Hierarchies for Roads, Footways and Cycleway.

TAMPMMPD-05

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

GUIDANCE NOTES FOR INSPECTORS WHEN UNDERTAKING SAFETY INSPECTIONS



CHAPTER FIVE

East Sussex County Council
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INTRODUCTION

Under section 58(2) of the Highways Act[1] the highway authority has a special defence against an action for damages for non-repair of a highway, if the following criteria have been considered;

(a) the character of the highway, and traffic which was reasonably to be expected to use it;
(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
(c) the state of repair in which a reasonable person would have expected to find the highway;
(d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
(e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed;

This section provides guidance to inspectors when undertaking safety inspections (see **TAMPMMPD-02**) on roads, footways and cycleways within East Sussex in consideration of (d) and (e) and non-feasance[1] .

INSPECTION FREQUENCIES

These shall be undertaken at the frequencies defined in **Inspection Frequencies (TAMPMMPD-03)**

Where short term changes in the network which affect the character of the carriageway, footway or cycleway occur (such as roadwork's, construction sites etc..) then the inspection frequency may be varied with the approval of the Network Manager. Any variations will have to be recorded along with reasons given for the changes in inspection frequency. Upon resumption of the normal inspection regime, then the first normal inspection shall be undertaken at an interval which is less than or equal to the approved interval.

CATEGORY OF DEFECT

Safety Assessment Table

The defect standards and response times adopted have been based on an assessment of the inspection frequency and the potential impact based on the following table:-

		Inspection Frequency			
		Monthly	**3 Monthly**	**6 Monthly**	**Yearly**
Impact	**Very High**	1a	1a	1b	1b
	High	1b	1b	2	2
	Medium	2	2	3	3
	Low	See Observation Sheet			

[1] Non-Feasance means 'omitting to do something'.

The four types of defect which can be recorded by an inspector are:-

Category 1 defects which constitute a real hazard to public safety that are responded to in the following manner:-

Category 1a - emergency works: action required within 2 hours to make safe
These defects must not be left unless signed and protected.

Category 1b - emergency works: action required within 24 hours to make safe
These defects must not be left unless signed and protected.

Category 2 or 3 defects that are below the standards for Category 1 defects but which may deteriorate to those levels before the next Inspection is undertaken. These include all defects to be included within the planned maintenance works programme

Category 2 - Planned works: action required within 6 months or by time of next inspection, whichever is the sooner, dependent upon the requirements of the Traffic Management Act.

Category 3 - Planned works: action required within 12 months or by time of next inspection, whichever is the sooner, dependent upon the requirements of the Traffic Management Act.

Observations that are non-intervention defects. They allow the inspector to assess the general street scene and programme repairs when other repairs are being carried out in the vicinity.

Appendix 1 gives guidance on the type of defects which should be recorded for each category of defect.

NATURE OF INSPECTION

Inspection Method

Footway Inspections

These shall be a walked inspection, where possible these should be undertaken in the opposite direction when the next inspection occurs.

Carriageway Inspection

These shall be a driven inspection, where possible these should be undertaken in the opposite direction when the next inspection occurs.

Defect Identification

All inspections shall be carried out in a consistent manner with defects recorded in a standard format, covering the following elements;

a) Carriageway
b) Footway and Cycleways
c) Kerbs or Channels
d) Fences and Pedestrian Barriers
e) Covers and Gratings
f) Roadstuds (missing or loose)
g) Grassed Areas
h) Hedges
i) Grips and Ditches
j) Signs

k) Street Furniture
l) Road Markings

The safety inspections should be undertaken to identify defects which are a hazard to the public or may become a hazard to the public before the next planned inspection is undertaken.

Additional Criteria To Be Considered By The Inspector

Vulnerable users are to be treated as a special case in that the risk probability can increase with a greater extent of defect (i.e. in areas of Schools, Hospitals, Old People Homes, etc. and the path taken along carriageways by Cyclists and Motorcyclists.)

On a yearly inspection if an inspector decides that a defect will probably deteriorate by the time of the next inspection then it is possible to upgrade the defect to a category 2 defect.

Where a cycleway is part of or adjoins the carriageway the carriageway is to be inspected using footway intervention criteria.

Any concern regarding the road alignment must be reported to the engineer.

Where a road is particularly obstructed with parked cars and a full inspection can not be carried out, a record must be added at the time of inspection.

Where a defect is the responsibility of a Utility, Private Company or House Owner they must be informed immediately. The defect is to be made safe and a record added at the time of inspection.

COMPLAINTS

It is essential that complaints are treated in accordance with their degree of importance. It should therefore be ascertained at the earliest opportunity if the defect should be considered as requiring treatment as a Category 1 defect.

Where Category 1 defects are identified through a public complaint a record should be kept, as for inspection records.

INSPECTION RECORDS

All repairs shall be recorded and details retained for a minimum of 6 years.

REMEDIAL MEASURES

Where a defect is found to be a Category 1 defect and permanent repairs can not be completed within 24hours then temporary measures must be instigated.

Prescriptive remedial measures have not been specifically identified in this document, as this will need to be determined by inspectors based on the severity of the defect, its location and possible choice of replacement materials.

Bibliography

1 Highways Act 1980 published by The Stationery Office

SAFETY DEFECTS CATEGORY 2, 3a & 3b - STRATEGIC ROUTES, MAIN DISTRIBUTOR AND SECONDARY DISTRIBUTOR ROADS

Description	Defect	Defect Description	Very High Impact (1a)	High Impact (1b)	Medium Impact (2)	Low Impact (observation)
Carriageways (CM)	CPOT	Potholes	more than 100mm deep and diameter more than 300mm in running lane	more than 40mm and less than 100mm deep and diameter more than 300mm in running lane	All other potholes approaching high impact dimensions	see observation sheet
	CPDL	Patch Failed	more than 100mm deep and diameter more than 300mm in running lane	more than 40mm and less than 100mm deep and diameter more than 300mm in running lane	all other patches approaching high impact dimensions	
	CTDL	Trench Failed	more than 100mm deep and diameter more than 300mm in running lane	more than 40mm and less than 100mm deep and diameter more than 300mm in running lane	all other trenches approaching high impact dimensions	
	CDSP	Joints				sealant split and weeds more than 30% of joint. sealant moved up or down more than 20mm and more than 30% of joint
	CSTP	Cracks			25mm or more in depth	see observation sheet
	CHER	Heave / Rutting		height 40mm or more and width/length less than 300mm		see observation sheet
	CFAT	Fatting				excessive fatting
Covers and Gratings (CG)	IMIS	Missing	completely missing cover			
	IBCK	Broken		cover / grating broken and potentially dangerous	cover / grating broken	
	IROC	Rocking			in urban areas where this may constitute a noise problem	
	IDLV	Level difference		higher or lower by 40mm		higher or lower by 20mm
	IPOL	Polished				excessive polishing
Grassed Areas (GA)	MOVR	Overrun / Rutted				heavily rutted greater than 100mm see observation sheet
Grips (GP)	GSLT	Silted				grip less than 100mm deep
	GBLK	Blocked				25% not functioning section length
Ditches (DI)	DBLK	Blocked				25% not functioning section length

SAFETY DEFECTS CATEGORY 2, 3a & 3b - STRATEGIC ROUTES, MAIN DISTRIBUTOR AND SECONDARY DISTRIBUTOR ROADS						
Description	**Defect**	**Defect Description**	**Very High Impact (1a)**	**High Impact (1b)**	**Medium Impact (2)**	**Low Impact (observation)**
Signs (SG)	**SDAM**	Damaged	signs which overhang the carriageway, footway or cycleway and are likely to collapse		other damaged signs	
	SMIS	Missing		ACTION temporary warning signs shall be erected within 24 hours at locations where regulatory signs occur where the passage of vehicles if not controlled would constitute a hazard to other road users	all regulatory missing signs	all other missing signs
	SOBS	Obscured			all regulatory signs loss of reflectivity or require cleaning	all other signs loss of reflectivity or require cleaning
Street Furniture (SF)	**FDAM**	Damaged	street furniture which overhang the carriageway, footway or cycleway and are likely to collapse		other damaged street furniture	
Road Markings (RM)	**RMIS**	Missing		ACTION temporary warning signs shall be erected within 24 hours at locations where no overtaking and junction markings are missing	all no overtaking and junction markings	all other road markings
Hazard Markers (HM)	**HMIS**	Missing			missing or severely damaged hazard markers	
	HREF	Reflectivity				more than 50% loss of reflectivity per hazard marker
Fences and Pedestrian Barriers (FB)	**BDAM**	Damaged	damaged / impeding highway			any other damage
Road Studs metal (RS)	**TLOS**	Loose		loose road studs which could be dislodged by vehicle		
	TMIS	Missing			missing road stud	
Hedges and Trees (HT)	**VOVR**	Overhanging			hedge or tree overhanging the carriageway obscuring regulatory signs	hedge or tree overhanging the carriageway less than 5.3m height or obscuring other signs

SAFETY DEFECTS CATEGORY 4a & 4b - LOCAL ROADS AND LOCAL ACCESS ROADS

Description	Defect	Defect Description	Very High Impact (1b)	High Impact (2)	Medium Impact (3)	Low Impact (observation)
Carriageways (CM)	CPOT	Potholes	more than 100mm deep and diameter more than 300mm in running lane	more than 40mm and less than 100mm deep and diameter more than 300mm in running lane	all other potholes approaching high impact dimensions	see observation sheet
	CPDL	Patch Failed	more than 100mm deep and diameter more than 300mm in running lane	more than 40mm and less than 100mm deep and diameter more than 300mm in running lane	all other patches approaching high impact dimensions	
	CTDL	Trench Failed	more than 100mm deep and diameter more than 300mm in running lane	more than 40mm and less than 100mm deep and diameter more than 300mm in running lane	all other trenches approaching high impact dimensions	
	CDSP	Joints				sealant split and weeds more than 30% of joint. sealant moved up or down more than 20mm and more than 30% of joint
	CCRK	Cracks			25mm or more in depth	see observation sheet
	CHER	Heave / Rutting		height 40mm or more and width/length less than 300mm		see observation sheet
	CFAT	Fatting				excessive fatting
Covers and Gratings (CG)	IMIS	Missing	completely missing cover			
	IBCK	Broken	cover / grating broken and potentially dangerous		cover / grating broken	
	IROC	Rocking			in urban areas where this may constitute a noise problem	
	IDLV	Level difference		higher or lower by 40mm		higher or lower by 20mm
	IPOL	Polished				excessive polishing
Grassed Areas (GA)	MRUT	Overrun / Rutted				heavily rutted greater than 100mm see observation sheet
Grips (GP)	GSLT	Silted				grip less than 100mm deep
	GBLK	Blocked				25% not functioning section length
Ditches (DI)	GBLK	Blocked				25% not functioning section length

SAFETY DEFECTS CATEGORY 4A & 4B - LOCAL ROADS AND LOCAL ACCESS ROADS

Description	Defect	Defect Description	Very High Impact (1b)	High Impact (2)	Medium Impact (3)	Low Impact (observation)
Signs (SG)	**SDAM**	Damaged	signs which overhang the carriageway footway or cycleway and are likely to collapse		other damaged signs	
	SMIS	Missing	ACTION: temporary warning signs shall be erected within 24 hours at locations where regulatory signs occur where the passage of vehicles if not controlled would constitute a hazard to other road users	all regulatory missing signs		all other missing signs
	SOBS	Obscured			all regulatory signs loss of reflectivity or require cleaning	all other signs loss of reflectivity or require cleaning
Street Furniture (SF)	**BDAM**	Damaged	street furniture which overhang the carriageway footway or cycleway and are likely to collapse		other damaged street furniture	
Road Markings (RM)	**RMIS**	Missing	ACTION: temporary warning signs shall be erected within 24 hours at locations where no overtaking and junction markings are missing	all no overtaking and junction markings		all other road markings
Hazard Markers (HM)	**HMIS**	Missing			missing or severely damaged hazard markers	
	HREF	Reflectivity				more than 50% loss of reflectivity per hazard marker
Fences and Pedestrian Barriers (FB)	**BDAM**	Damaged	damaged / impeding highway			any other damage
Road Studs-metal (FB)	**TLOS**	Loose	loose road studs which could be dislodged by vehicle			
	TMIS	Missing			missing road stud	
Hedges and Trees (HT)	**VOVR**	Overhanging			hedge or tree overhanging the carriageway obscuring regulatory signs	hedge or tree overhanging the carriageway less than 5.3m height or obscuring other signs

SAFETY DEFECTS CATEGORY 2 & 3 - PRIMARY WALKING AND SECONDARY WALKING

Description	Defect	Defect Description	Very High Impact (1a)	High Impact (1b)	Medium Impact (2)	Low Impact (Observation)
Footways and Cycleways (FC)	FTRP	Trip		difference in level greater than 20mm	difference in level greater than 15mm but less than 20mm	
	FPOT	Depression		deeper than 25mm and length/width less than 600mm	all others approaching high impact dimensions	
	FROK	Rocking Slab		difference in level greater than 20mm	difference in level greater than 15mm but less than 20mm	
	FPDL	Patch failed		difference in level greater than 20mm as trip or deeper than 25mm and length / width less than 600mm as depression	all others approaching high impact dimensions	
	FTDL	Trench failed		difference in level greater than 20mm as trip or deeper than 25mm and length / width less than 600mm as depression	all others approaching high impact dimensions	
	FMIS	Bricks / Blocks / Cobbles missing		difference in level greater than 20mm		
	FCRC	Cracks		wider than 25mm, longer than 300mm and deeper than 40mm		
	FROT	Tree Roots		difference in level greater than 20mm as trip or deeper than 25mm and length / width less than 600mm as depression	all others approaching high impact dimensions	
	FOVR	Overgrowth				width of path restricted to less than 1.0m
Kerbs or Channels (KB)	KSTP	Vertical Step		difference in level greater than 20mm		
	KLOS	Loose Kerb / Channel / Sett		difference in level greater than 20mm		
	KMIS	Missing			all or part missing (broken)	see observation sheet

SAFETY DEFECTS CATEGORY 2 & 3 - PRIMARY WALKING AND SECONDARY WALKING

Description	Defect	Defect Description	Very High Impact (1a)	High Impact (1b)	Medium Impact (2)	Low Impact (Observation)
Covers and Gratings (CG)	**IMIS**	Missing	completely missing cover			
	IBCK	Broken		cover / grating broken and potentially dangerous		
	IROC	Rocking		difference in level greater than 20mm	difference in level greater than 15mm but less than 20mm	
	IDLV	Level difference		higher / lower by 20mm (as trip)		
	IPOL	Polished				excessive polishing
Street Furniture (SF)	**FDAM**	Damaged		likely to collapse	loose or rocking	
Fences and Pedestrian Barriers (FB)	**BDAM**	Damaged	damaged and impeding footway		damaged	
Grassed Areas (GA)	**MRUT**	Overrun / Rutting				heavily rutted greater than 100mm
Hedges and Trees (HT)	**VOVR**	Overhanging			hedge or tree overhanging the footway or cycleway less than 2.4m height	

SAFETY DEFECTS CATEGORY 4 & 5 - LINK FOOTWAY AND LINK ACCESS FOOTWAY

Description	Defect	Defect Description	Very High Impact (1b)	High Impact (2)	Medium Impact (3)	Low Impact (Observation)
Footways and Cycleways (FC)	**FTRP**	Trip		difference in level greater than 25mm	difference in level greater than 15mm but less than 25mm	
	FPOT	Depression		deeper than 25mm and length/width less than 600mm	all others approaching medium impact dimensions	
	FROK	Rocking Slab		difference in level greater than 25mm	difference in level greater than 15mm but less than 25mm	
	FPDL	Patch failed		difference in level greater than 25mm as trip or deeper than 25mm and length / width less than 600mm as depression	all others approaching medium impact dimensions	
	FTDL	Trench failed		difference in level greater than 25mm as trip or deeper than 25mm and length / width less than 600mm as depression	all others approaching medium impact dimensions	
	FMIS	Bricks / Blocks / Cobbles missing		difference in level greater than 25mm		
	FCRK	Cracks		wider than 25mm, longer than 300mm and deeper than 40mm		
	FROT	Tree Roots		difference in level greater than 25mm as trip or deeper than 25mm and length / width less than 600mm as depression	all others approaching high impact dimensions	
	FOVR	Overgrowth				Width of path restricted to less than 1,0m
Kerbs or Channels (KB)	**KSTP**	Vertical Step		difference in level greater than 25mm		
	KLOS	Loose Kerb / Channel / Sett		difference in level greater than 25mm		
	KMIS	Missing			all or part missing (broken)	see observation sheet

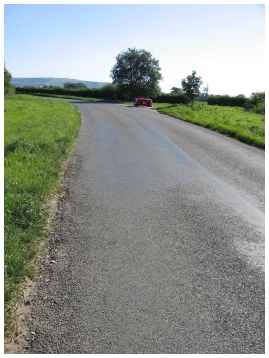
SAFETY DEFECTS CATEGORY 4 & 5 - LINK FOOTWAY AND LINK ACCESS FOOTWAY

Description	Defect	Defect Description	Very High Impact (1b)	High Impact (2)	Medium Impact (3)	Low Impact (Observation)
Covers and Gratings (CG)	**IMIS**	Missing	completely missing cover			
	IBCK	Broken		cover / grating broken and potentially dangerous		
	IROC	Rocking		difference in level greater than 25mm	difference in level greater than 15mm but less than 25mm	
	IDLV	Level difference		higher / lower by 20mm (as trip)		
	IPOL	Polished				excessive polishing
Street Furniture (FT)	**FDAM**	Damaged	likely to collapse		loose or rocking	
Fences and Pedestrian Barriers (FB)	**BDAM**	Damaged	damaged and impeding footway		damaged	
Grassed Areas (GA)	**MRUT**	Overrun / Rutting				heavily rutted greater than 100mm
Hedges and Trees (HT)	**VOVR**	Overhanging			hedge or tree overhanging the footway or cycleway less than 2.4m height	

TAMPMMPD-06

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

GUIDANCE NOTES ON SCRIM AND SKIDDING RESISTANCE



CHAPTER SIX

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INTRODUCTION

This document sets out the policy on measuring the skidding resistance of the County Road network. It identifies the survey type and the frequency of surveys utilised to determine skidding resistance and action to be taken with the results of the survey.

STRATEGY

Roads to be Surveyed

The category of roads, on which a SCRIM survey will be undertaken on the following category of roads as defined in **TAMPMMPD-01**[1]:-

Category 2: ***Strategic Routes***, including local authority motorways, primary routes and the most important urban traffic links with more than local significance.

Category 3: ***Distributor Roads***, both main and secondary serving a local purpose and connecting to strategic routes.

This shall be known as the SCRIM network.

A list of all roads to be surveyed will be kept along with a list of roads, or sections of road, that are to be excluded from the survey with a reason for this exclusion. Reasons for exclusions could include traffic calming schemes, speed humps and tables, width, height or weight restrictions, 20 mph zones or road layouts where it is not possible or safe to maintain the survey speed.

Additional lengths of road may be surveyed at the request of the Area Network Manager or Traffic and Safety. However, these surveys will only be undertaken in the year they are requested and will not be permanently included in the survey schedule.

Survey Type and Methodology

Skidding resistance will be measured by employing a SCRIM survey. East Sussex will employ the Mean Summer SCRIM Coefficient (MSSC) method which is based on the average of three readings taken from surveys carried out on three separate occasions during the test season. The test season runs from 1st May to 30 September.

The testing speed for the whole SCRIM survey will be 50 km/hr. The survey at 20 km/hr will no longer be undertaken. Testing will be undertaken in the left hand lane and in both directions.

Approximately one third of the network will be surveyed each year, with the whole SCRIM network being surveyed every 3 years.

INVESTIGATORY LEVELS

Definition of Investigatory Level

The Investigatory Level is the level of skid resistance, measured as MSSC, at or below which a site investigation is to be considered.

Standards

In developing these guidance notes reference has been made to skidding resistance standards HD28/04[2] developed by the Department for Transport's Highways Agency. The site categories and associated Investigatory Levels defined in HD 28/04 have been developed for motorways and trunk roads. Therefore in formulating these guidance notes it has been recognized that these standards may not be applicable to the more diverse nature of local authority roads. A table of approved Investigatory Levels is contained in Appendix 1. A schedule detailing the rationale for the Investigatory Levels and variations from HD 28/04 can be found in Appendix 2.

All Investigatory Levels will be reviewed on a three year cycle, which shall identify significant changes to the network, such as new traffic lights and pedestrian crossings and changes to speed restrictions.

The following conventions shall be applied:-

- Where more than one site category is considered to be appropriate at a location then the site category with the higher Investigatory Level will be selected.

- Site categories Q and K will as a rule is the 50m approach to the feature, though this may be extended where it is justified by site characteristics.

- When defining site categories, no site shall be defined as being less than 50% of its averaging length. Where this occurs then the site should be included in either the preceding or following site, whichever has an investigatory level nearest to and at or above the investigatory level of the site being defined.

ACTION TO BE TAKEN AT SITES AT OR BELOW MSSC

Site Investigation

An investigation will be undertaken of each site where the MSSC is at or below the IL for the site category. The objective of the site investigation is to consider:-

a) Whether the measured skidding resistance for the site is representative and, if necessary, an assessment of reasons why the survey may not be representative. The following may have an adverse affect on the MSSC:-

   i. an especially dry summer can create conditions for a lower than normal MSSC.
   ii. housing, industrial or off road development where mud and detritus is carried onto the highway.
   iii. in rural areas vehicular movement out of fields where mud and detritus is carried onto the highway.
   iv. mud and detritus being washed onto the highway from adjacent fields.

b) The site will need to be assessed to see whether it has reached its equilibrium level of skidding resistance, or whether it is likely to fall still further.

c) Whether some form of action is required or whether the site should be kept under review.

A record of the technical assessment shall be retained by the network office for future reference.

Warning Signs

Where the MSCC is found to be 0.10 units below the Investigatory Level for the site slippery road signs shall be erected.

Slippery road signs shall be removed as soon as they are no longer required. This should be after the remedial action has been taken and the area office is satisfied that skidding resistance levels have been returned to an appropriate level.

Remedial Action

Where skidding resistance is found to be 0.10 units below the Investigatory Level and there are clear indications that improving the condition of the surface is likely to significantly reduce the risk of accidents occurring then remedial treatment should be prioritised as a matter of urgency.

Priority shall be given to treating the following sites:-

- Category K, G2 and S2r where the skid resistance is at least 0.05 MSCC below the Investigatory Level.
- Where the accident history shows there to be a clearly increased risk of wet or skidding accidents.

Where investigations show that treatment is necessary, consideration should be given to whether surface treatment or other measures are appropriate. This assessment shall include whether the site can more effectively treated by:-

i. improving the skidding resistance;
ii. improvements to the site in other respects; or
iii. a combination of both.

Bibliograph;

[1] **TAMPMMPD-02 – Guidelines for Determining Approved Maintenance Hierarchies for Roads and Footways.**

[2] **HD28/04 – Skid Resistance Volume 7, Section 3 of the Design Manual for Roads and Bridges published by the Highways Agency.**

INVESTIGATORY LEVELS FOR SKIDDING RESISTANCE FOR DIFFERENT CATEGORIES OF SITE

Appendix 1

Site Category	Definition	Investigatory Level At 50 km/hr					
		0.30	0.35	0.40	0.45	0.50	0.55
B	Dual Carriageway, non-event section						
Cs	Single Carriageway (Strategic Routes), non-event section						
Cd	Single Carriageway (Distributor Routes), non-event section						
Q	Approaches to and across minor[1] and major[2] junctions and approaches to un-surveyable[3] roundabouts						
K	Approaches to Pedestrian Crossings, traffic lights, survey-able roundabouts and other high risk situations.						
R	Roundabouts						
G1	Gradient 5-10%, longer than 50m						
G2	Gradient >10%, longer than 50m						
S1	Bend radius <500m, longer than 50m – Dual Carriageway						
S2	Bend radius <500m, longer than 50m – Single Carriageway						
S2r	Bend radius <100m, longer than 30m not subject to 40mph or less speed restriction						

[1] - In urban areas, those subject to 40 mph or less speed restrictions, minor junctions will only include junctions with category 3a, 3b and 4a roads. In rural areas minor junctions shall include all main interconnecting roads.

[2] - In both urban and rural areas major junctions shall include all junctions with category 2 roads.

[3] - An 'unsurveyable' roundabout is one where the survey speed of 50 km/hr cannot be safely maintained.

Notes:

i. Investigatory levels are for the MSSC within the appropriate averaging lengths.

ii. Investigatory levels for site categories B, Cs and Cd are based on 100m averaging lengths.

iii. Investigatory levels for site categories Q, K, G1, G2, S1, S2 and S2r are based on 50m averaging lengths.

iv. Investigatory levels for site category R are based on 10m lengths.

v. Residual lengths less than 50% of a complete averaging length may be attached to the penultimate full averaging length, providing the site category is the same.

Survey Regime & Site Category Investigatory Level Ranges

Survey Regime	-	HD28/04 has been developed for trunk roads and motorways and favours the Single Annual Survey Method. Under this method the entire SCRIM network is surveyed every year with a single run and a correction factor applied to give a characteristic SCRIM coefficient (CSC). This survey methodology has been adopted in order to try and remove both the in-year seasonal variations and larger cycle year-on-year variations. This is achieved by undertaking the surveys in successive years in the early, middle and late part of the test season respectively and over a three year period deriving a correction factor that can then be applied to the single readings. This method will take three years to become established and provide reliable results. In the case of the County Road network it is considered that that there could be problems with the accuracy of applying one correction factor to the numerous surfacing types present. Therefore if this method were adopted several correction factors would need to be maintained along with a detailed record kept of surfacing materials over the entire SCRIM network. The county has been employing the current policy of surveying the network using three runs within a year to obtain a Mean Summer SCRIM Coefficient (MSSC) for a number of years and as such has a high level of confidence in the results obtained. Surveying the network in this manner also highlights possible variations in results due to local circumstances to be highlighted when site investigations are undertaken. It is therefore considered that the Mean Summer SCRIM Coefficient method of surveying is the more appropriate and reliable technique of undertaking the surveys.
Ranges for Investigatory Level Site Categories	-	The ranges of Investigatory Levels shown for each site category in HD 28/04 have not been used. A single value Investigatory Level for each site category has been chosen to define the appropriate Investigatory Levels.

Site Categories and Investigatory Levels

Adopted Site Category and Definition		HD 28/04 Site Category	Comments
B	Dual Carriageway, non-event section	B	Investigatory level defined as 0.35 and set at the lowest ranking Investigatory Level in HD 28/04 as it is considered that on the more lightly trafficked county road dual carriageway network there is a diminished safety risk from lower Investigatory Levels than on the more heavily trafficked trunk roads.
Cs	Single Carriageway (Strategic Routes), non-event section	C	Investigatory Level of 0.40 defined and set at the lowest ranking Investigatory Level in HD 28/04 as it is considered that on the more lightly trafficked county road single carriageway strategic network there is a diminished safety risk from lower Investigatory Levels than on more heavily trafficked trunk roads.
Cd	Single Carriageway (Distributor Routes), non-event section	C	Investigatory Level of 0.35 defined for distributor routes as this type of road is more lightly trafficked than strategic routes and there is a diminished risk to safety in adopting this level. This Investigatory Level compares with the lowest rank for category C in HD28/04.
Q	Approaches to and across minor and major junctions and approaches to un-surveyable roundabout.	Q	Minor and major junction approaches have been retained at an Investigatory Level of 0.45 which is considered appropriate for this the more lightly trafficked county road network. The technique adopted in HD28/04 of considering approaches to all roundabouts regardless of size as junctions has been adopted. Previously all roundabout approaches were treated in the same manner, category J, whether they were large roundabouts on rural sections of principal roads or mini-roundabouts on unclassified roads in towns. The approaches to mini-roundabouts and those with a radius too small to be surveyed will be given an Investigatory Level of 0.45.
K	Approaches to Pedestrian Crossings, traffic lights, surveyable roundabout and other high risk situations.	K	Investigatory Level defined as 0.50 as county roads are more lightly trafficked than strategic routes and it is considered that there is a diminished risk to safety in adopting this level. This Investigatory Level compares with the lowest rank for category C in HD28/04.

Site Categories and Investigatory Levels

Adopted Site Category and Definition		HD 28/04 Site Category	Comments
R	Roundabouts	R	Surveys will now only being carried out at 50 km/hr and as such only the largest of roundabouts will be able to be surveyed. The higher survey speed has the effect of giving lower skidding resistance readings so it is considered that on the more lightly trafficked county roads the lowest rank Investigatory Level from HD 28/04 is suitable.
G1	Gradients between 5-10%	G1	Investigatory level defined as 0.45 and set at the lowest ranking Investigatory Level in HD 28/04 as it is considered that on the more lightly trafficked county road network where these gradients occur then there is a diminished safety risk from lower Investigatory Levels than on the more heavily trafficked trunk roads.
G2	Gradients greater that 10%	G2	Investigatory level defined as 0.50 and set at the lowest ranking Investigatory Level in HD 28/04 as it is considered that on the more lightly trafficked county road network where these gradients occur then there is a diminished safety risk from lower Investigatory Levels than on the more heavily trafficked trunk roads.
S1	Bend radius <500m, longer than 50m – Dual Carriageway	S1	Bends were not previously considered if they were subject to a 40 mph or lower speed restriction and no differentiation was made between single and dual carriageway roads. Bends on dual carriageways have been given an Investigatory Level of 0.45 compared with the lowest rank in HD 28/04 as it is considered that on the more lightly trafficked county road dual carriageway network there is a diminished safety risk from lower Investigatory Levels than on the more heavily trafficked trunk roads.
S2	Bend radius <500m, longer than 50m – Single Carriageway	S1	HD 28/04 does not differentiate between rural and urban bends and as such this category includes those bends in areas subject to a 40 mph or lower speed restriction that did not previously have a separate category. The bend radius has also been increased from 250m to 500m, dramatically increasing the length of the network now considered to be a bend. An Investigatory Level of 0.40 has been defined as it is considered that on the more lightly trafficked county road single carriageway strategic network there is a diminished safety risk from using a lower rank Investigatory Level than on the more heavily trafficked trunk roads.

Site Categories and Investigatory Levels			
Adopted Site Category and Definition		**HD 28/04 Site Category**	**Comments**
S2r	Bend radius <100m, longer than 30m not subject to 40 mph or less speed restriction.	H2	Within HD 28/04 all bends, whatever their radius, are potentially given the same Investigatory Level. This is considered to be unrealistic for county roads as there are a small number of very sharp bends, with radii less than 100m, in areas not subject to a 40mph or lower speed restriction. A category has been incorporated on safety grounds to allow a higher Investigatory Level to be applied to the sharper bends in rural areas. They will be surveyed at the higher survey speed of 50 km/hr and it is considered that an Investigatory Level of 0.50 is deemed appropriate.

TAMPMMPD-07

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

PROCEDURE FOR DEALING WITH PUBLIC LIABILITY CLAIMS

CHAPTER SEVEN

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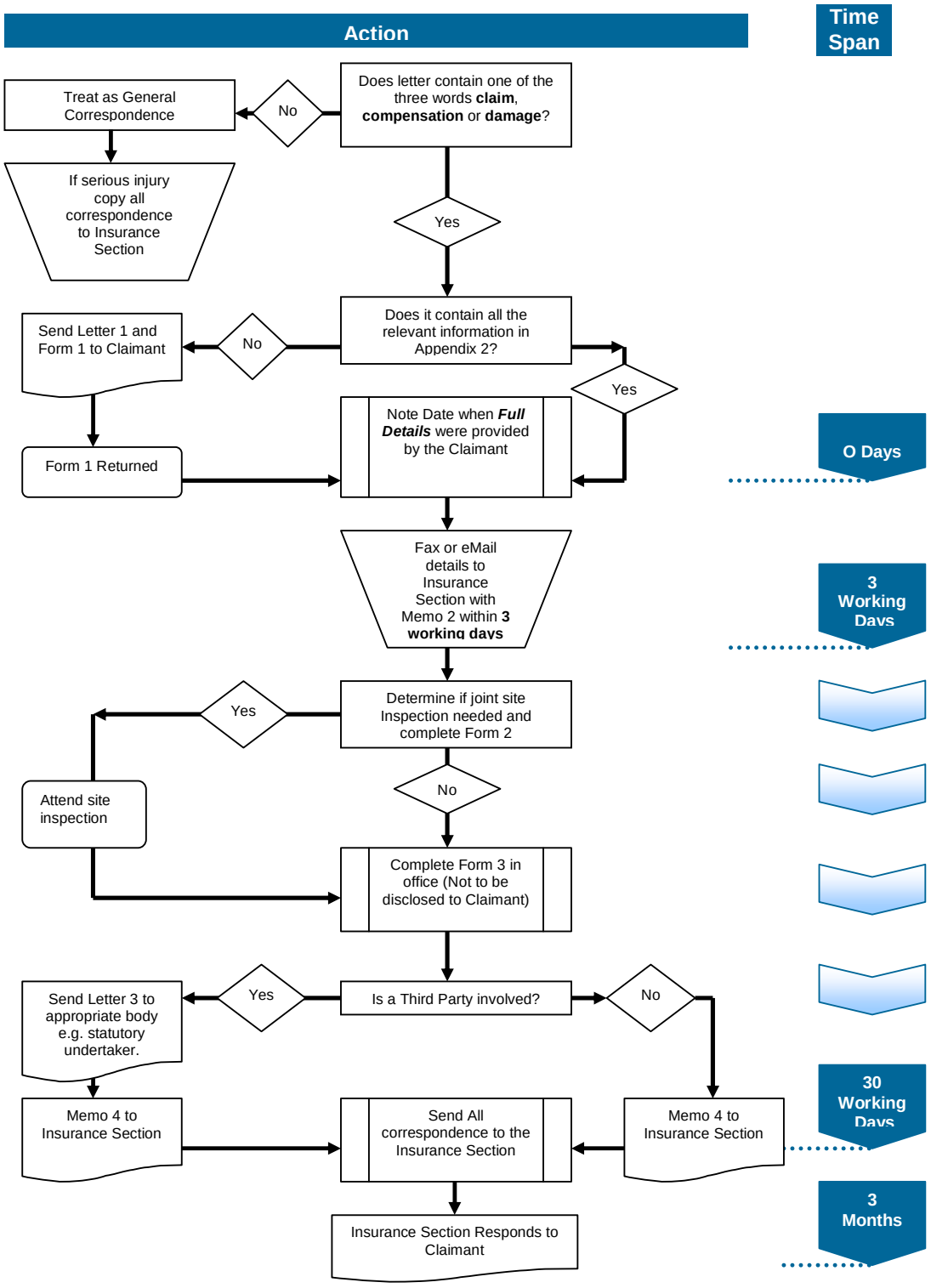
INTRODUCTION

This section of the Highway Asset Management Plan – Policy Documents deals with the procedure which has been adopted by the Transport and Environment Department after consultation with Legal and Community Services Insurance Section for dealing with public liability claims

PUBLIC LIABILITY CLAIMS PROCEDURE

The procedure for public liability claims is as defined in the 'procedural flow chart' in Appendix 1.

PROCEDURAL FLOW CHART



LETTER No 1 — ***LETTER TO CLAIMANT REQUESTING COMPLETION OF FORM 1***

Our Reference:

Dear
RE: INCIDENT (*DATE*) AT (*LOCATION*)

We acknowledge receipt of your letter dated ***(insert date)*** advising us of the above claim and are sorry to hear of (***your accident and trust you recover/damage incurred****).

Unfortunately the information contained in your letter is not sufficient to enable us to investigate the matter properly and we would therefore request that you kindly complete the attached form to enable us to deal with the matter. If you would contact our Area office on the above number to arrange a site meeting it would greatly assist us in this respect.

You should be aware that the time limitations set out in current legislation do not start to run until the claim form is completed and returned to us

****Delete as appropriate***

MEMO No 2 — ***MEMO TO INSURANCE SECTION SUPPLYING INITIAL CORRESPONDENCE***

Our Reference:

INCIDENT (*DATE*) AT (*LOCATION*)

The attached correspondence has been received on the (***insert date***) from (***insert full name of claimant***) who sustained (***personal injuries/damage to property****) at the location indicated above. The original correspondence (***did/did not***) contain all the relevant information.

****Delete as appropriate***

LETTER No 3 — ***LETTER TO THIRD PARTY***

Our Reference:

Dear
RE: INCIDENT (*DATE*) AT (*LOCATION*)

The attached correspondence has been received on the (***insert date***) from (***insert full name of claimant***) who sustained (***personal injuries/damage to property****) at the location indicated above. After investigation it appears that this defect is your responsibility and in the circumstances please be good enough to deal with the claimant's claim accordingly.

Mr/Mrs (***insert full name of claimant***) has been advised that the papers have been forwarded to you.

****Delete as appropriate***

MEMO No 4 — ***MEMO TO INSURANCE SECTION CONFIRMING THIRD PARTY INVOLVEMENT***

Our Reference:

RE: INCIDENT (*DATE*) AT (*LOCATION*)

The attached correspondence has been received from (***insert full name of claimant***) who sustained (***personal injuries/damage to property***) at the location indicated above and I also attach a completed Highway Claim Form. The claim is considered to be on a third party, (***insert here the name of the statutory undertaking or contractor concerned***).

Would you please advise the claimant of this action.

MEMO No 5 — ***MEMO TO INSURANCE SECTION GIVING RECOMMENDATION ON CLAIM RESOLUTION***

Our Reference:

RE: INCIDENT (*DATE*) AT (*LOCATION*)

The attached correspondence has been received from (***insert full name of claimant***) who sustained (***personal injuries/damage to property****) at the location indicated above and I would supply the following:-

A copy of our original response	(included/not included)*
Form 1	(included/not included)*
Form 2	(included/not included)*
Form 3	(included/not included)*

Date of last inspection	(***insert date***)
Frequency of Inspection	(***insert inspection frequency***)
The inspections were carried out by a	walked/driven * inspection
Was the defect noted or reported at the last inspection	Yes/No *
If not why not?	.....
What was the nature and size of the defect?	.....
What action was taken prior to the accident, when and by whom?	.....
When was the accident site last inspected prior to the accident, was the defect there?	.....
Had there been any other accidents or complaints relating to the defect between the last routine inspection and date of accident.	Yes/No *
Is so, does this show the above information?	Yes/No *

*Delete as appropriate

I attach a copy of the inspection sheets for the **12 months prior to the accident** and copies of the subsequent sheets.

FORM 1

INCIDENT REPORT FORM

East Sussex County Council

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Personal Details of Claimant

Name (Mr, Mrs, Miss, Ms) _____

Address _____

_____

_____ Post Code _____

Home Tel No _____ Daytime Tel No _____

Age _____ Occupation _____

National Insurance Number _____

You may be contacted to attend a site meeting with a Council officer at the location the incident occurred.

Accident Details

Date Incident Occurred ____ / _____ / _____ Time: _____ am/pm

Weather Conditions Prevailing at Time _____

Road Name _____ Town/Village _____

Exact Location _____

_____

Description of Incident _____

_____

Sketch of area (if possible)

Please Turn Over ➡

Injury/Damage Details

Description of INJURY or DAMAGED suffered (see also Claim Details over).

Name and Address of General Practitioner or Hospital attended.

Name _____

Address _____

_____

_____

Incident Where Vehicle Involved

Make & Type of Vehicle _____ **Registration No.** _____

Insurance Policy Number _____ **Insurance Company** _____

Name and Address of any Witnesses

Have the Police any report of the Incident **YES/NO*** ***Delete as appropriate**

If YES give name/number of officer and their station:

Roadworks Present

Was the incident caused as a result of roadworks **YES/NO*** ***Delete as appropriate**

If YES give name of Contractor if known

Claim Details

Please indicate the amount of claim and attach copies of estimates, accounts etc.

I HEREBY CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND CONSENT TO THE COUNTY COUNCIL APPROACHING MY DOCTOR/CONSULTANT/HOSPITAL TO OBTAIN A MEDICAL REPORT

Signed _____ **(Claimant)** **Date** _____

FORM 2

RECORD OF SITE MEETING

LOCATION OF ACCIDENT: _____

DATE OF MEETING _____ **TIME:** _____

I, _____ **of East Sussex County Council, have today inspected the location of the accident which occurred on (day)** _____ **(month/year)** _____ **(time)** _____ **hours involving:**

(Title and name) _____

(address) _____

The inspection took place with (name**)** _____ **. Both parties are in agreement that on (**date**)** **the size which was measured and witnessed on site by both parties and the nature of the alleged defect was as follows:-**

Size: **length** _____ **Width** _____ **depth/height** _____

Nature: _____

Width of pavement _____ **Distance from kerb** _____

SKETCH PLAN **Show exact site of accident and indicate its relationship to a nearby landmark such as a house, street lamp or other conspicuous object.**

IMPORTANT **Indicate by an arrow the precise location of the alleged defect and the direction in which the person was travelling. Indicate the views of the photographs. All photographs should be listed on second page**

Please Turn Over ➡

RECORD OF SITE MEETING

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SCHEDULE OF PHOTOGRAPHS

Photo 1		**Photo 7**	
Photo 2		**Photo 8**	
Photo 3		**Photo 9**	
Photo 4		**Photo 10**	
Photo 5		**Photo 11**	
Photo 6		**Photo 12**	

CROSS SECTION PLAN **Show any measured distances which will help to identify the precise location**

Signed _____ **Signed** _____

for East Sussex County Council **for claimant**

FORM 3

REPORT ON ALLEGED DEFECTS

(TO BE COMPLETED AFTER SITE MEETING)

PRIVILIGED INFORMATION – (NOT TO BE DISCLOSED TO CLAIMANT)

Accident Date: _____ **Time:** _____

Location : _____

Claimant's name _____

Address: _____

_____

Are remedial measures to be taken?

If so, what?

If so, why?

Was the cause of the accident a defect?

If not, what was the cause?

Is the defect dangerous?

If not, why is the defect not dangerous?

Is there any evidence the system was not followed?

Any other comments (i.e. possible third party involvement)?

Sign: _____ Designation _____

Name: _____ Date _____

CORRECT FORM OF CLAIM LETTER

*WHERE **BOLD** AND **ITALIC** HAS BEEN USED THESE MUST BE INCLUDED IN THE CLAIMANT'S LETTER*

Your Ref: Our Ref:

To: Proposed Defendant ESCC

Dear Sirs

Re:

Represented Claim	Non-represented Claim
CLAIMANT'S FULL NAME	***CLAIMANT'S FULL NAME***
CLAIMANT'S FULL ADDRESS	***CLAIMANT'S FULL ADDRESS***
CLAIMANT'S DATE OF BIRTH	***CLAIMANT'S DATE OF BIRTH OR AGE***
CLAIMANT'S NATIONAL INSURANCE	
EMPLOYER'S CLOCK OR WORK NUMBER	
We are instructed by the above named in connection with an accident at work/road traffic accident/tripping accident on (full date) at (place of accident)	
Full Date of Accident	***Full Date of Accident***
Place of accident must be significantly	***Place of accident must be significantly detailed***

The circumstances of the accident are:-

Brief outline and nature of defect.	***Brief outline and nature of defect.***
The reason we are alleging fault is:-	
Simple explanation e.g.. defective machine,	

A description of any injuries should follows:-

Brief description of injuries if applicable	***Brief description of injuries if applicable***
He/she is employed as (occupation) and has had the following time off work (dates of absence). His/Her approximate weekly income is (insert if known).	
Occupation	
Dates of absence	
We are obtaining a police report and will let you have a copy of the same upon your undertaking to meet half the fee.	
Finally we expect an acknowledgement of this letter within 21 days by yourselves or your insurers. In any event, please confirm the identity of your insurers.	

TAMPMMPD-08

TRANSPORT ASSET MANAGEMENT PLAN
-
MAINTENANCE MANAGEMENT POLICY DOCUMENTS

PROVISION AND MAINTENANCE OF STREETLIGHTING AND ILLUMINATED SIGNS

CHAPTER EIGHT

East Sussex County Council
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OVERVIEW

Statutory Requirements

Street lighting

Under section 97(1) of the Highways Act the highway authority has permissive powers to provide streetlights for the purpose of lighting the public highway, as such there is no statutory duty to provide streetlights.

Under the Crime and Disorder Act 1998 section 17 requires an authority to take account of crime and disorder when considering their functions. Street lighting falls within this remit.

The highway authority has a “duty of care” to ensure highway electrical equipment is maintained in a safe condition. All systems of street lighting should be maintained to a standard that ensures their safe, economic, effective and reliable operation.

It is a requirement of the Electricity at Work Regulations 1989 that full details of all electrical equipment including that on the highway be recorded and made available to those operating and maintaining it. The New Roads and Street Works Act, 1991 further requires that all electrical equipment on the highway be geographically recorded and that such information be made available to any statutory undertaker wishing to excavate in the highway.

Illuminated Signs

There is a statutory requirement to illuminate certain road signs where they are within or near to a system of street lighting. Illuminated signs include all internally lit traffic signs and bollards and all externally lit traffic signs, in which the lighting is an integral part of the sign. These signs are specified in The Traffic Signs Regulations and General Directions.

OBJECTIVES

Street lighting

The objectives of highway lighting in priority order are: -

a) Crime in the community with respect to personal security, assisting the use of closed circuit television (CCTV), crimes against property including car crime, reduction of vandalism and increased feel good factor and perception of safety.
b) Electrical, structural and safety issues with respect to structural and electrical testing, specification of equipment, location of equipment and disposal of redundant equipment including lamps.
c) Highway safety for road users and members of the community in consideration of the reduction of night-time accidents, motorists, pedestrians, cyclists, elderly, school children, and those with disabilities.
d) Cost effectiveness in consideration of energy efficiency in line with Local Agenda 21 policies, reliability and maintenance of equipment, and whole-life costs.
e) Protection of the night-time environment in consideration of National Parks, Areas of Outstanding Natural beauty (AONB), Sites of Special Scientific Importance (SSSI), Nature Reserves, Green Belt Areas, Conservation areas, sensitive areas, the rural environment and the countryside as a whole.
f) Visual/environmental intrusion in consideration of night-time appearance (better optical control), limiting lighting in rural areas, minimising light pollution (upward and spill light), daytime appearance (improved appearance of equipment).
g) Enhancement of the night-time environment in consideration of areas of high night-time activity and urban tourist areas.

Illuminated Signs

The objective of illuminated signs is to ensure: -

a) Highway safety for road users and members of the community in consideration of reduction of night-time accidents, motorists, pedestrians, cyclists, elderly, school children, and those with disabilities.
b) Electrical, structural and safety issues in consideration of structural and electrical testing, specification of equipment, location of equipment and disposal of redundant equipment including lamps.
c) Cost effectiveness in consideration of energy efficiency in line with Local Agenda 21 Policies, reliability and maintenance of equipment and whole-life costs

LIGHTING PROVISION

Street lighting

The provision of street lighting will vary with need, location environmental factors, and cost. Where new street lighting is to be provided then the standard of lighting will be based on a system of zones.

Zone E1- National Parks, Areas of Outstanding Natural Beauty, Sites of Special Scientific Importance and other Dark Areas

Villages and settlements should only be provided with lighting when requested by the Parish Council and then limited to strategic locations agreed with the Parish Council. Lighting should only be provided outside villages and settlements where there is a known night-time safety problem, which cannot be controlled by other methods, such as improved carriageway delineation, reflective studs, carriageway markings, etc. Before installing street lighting agreement must be sought with the Parish Council.

Where lighting is to be replaced or refurbished consideration should be given to the need and the reason for retention of the street lighting. It should be fully assessed and evaluated as part of an overall Environmental Review of the street lighting in consultation with the Planning and Environmental section of the Transport and Environment department. Where there are no major road or personal safety issues, consideration should be given to the removal or down grading of the lighting. Where street lighting is down graded then consideration should be given to lower lighting levels and the use of luminaries that minimise light pollution (i.e. the use of full cut off luminaries).

Zone E2 – Areas of Low District Brightness (Rural Location outside Zone E1)

Villages and settlements would be provided with street lighting in accordance with the relevant minimum standard applicable to the type and use of the highway, only after consultation with the Parish Council. On roads between villages and settlements street lighting should only be provided where there is a known night-time safety problem that cannot be controlled by other methods such as improved carriageway delineation, reflective studs, carriageway markings, etc. Before installing street lighting, agreement must be sought with the Parish Council.

Where there is a highway safety issue, such as at roundabouts or complex junctions with high traffic conflict then the provision of street lighting should be provided to the minimum level recommended by the relevant Standard and should be limited to the minimum area of carriageway necessary for road safety. It should be fully assessed and evaluated as part of an overall Environmental Review of the need for street lighting in consultation with the Planning and Environmental section of the Transport and Environment department. When assessing the impact of street lighting consideration should be given to providing lower lighting levels, the use of controlled luminaries (i.e. full cut off luminaires), and more appropriately designed equipment.

Zone E3 – Urban Locations

Urban locations are those as defined in the Structure Plan. Generally within an urban location all highways should be lit in accordance with the relevant standard applicable to the type and category of the highway. These categories are (see also **TAMPMMPD-01**): -

a) Primary routes.
b) Main distributors.
c) Secondary distributors,
d) Local Access Roads
e) Local Roads.

Category a), b) c) are classified as traffic routes and should be lit accordingly. Luminaires should be well controlled and the glare restricted in accordance with the appropriate Index Class in the relevant Standards.

Category d) and e) are considered as residential and should be lit accordingly. Luminaires should be well controlled and the glare restricted in accordance with appropriate Index Class in the relevant Standards.

Where street lighting of footpaths and cycle tracks is proposed with high night-time use that are remote from an adjacent highway or properties and an alternative lit route exists, regard should be given to whether it is safe to attract people to an isolated area by the provision of lighting.

In conservation areas, and areas of environmental merit or distinction, a white light source should be considered and the use of high-pressure sodium (SON) is preferred as a minimum. Painted steel or cast iron columns may also be used. Where funds cannot be provided to meet the higher standard of equipment in conservation areas the local planning authority should be notified, to determine if they wish to meet the additional costs of installing equipment to a different specification and its subsequent maintenance. The local planning authority is responsible for notifying the highway authority of which sites in their area they consider worthy of special treatment.

Pedestrian Crossings

Where new pedestrian crossings are to be installed in a Zone E3 environment, then the night-time use of the crossing should be assessed. If the usage is found to be high then consideration should be given to the provision of direct illumination of the crossing. Lighting should be provided over the full extent of the crossing and a white light source should be used. High-pressure sodium lighting should be specified as a minimum.

Traffic Calming

Where new traffic calming schemes are to be installed in a Zone E3 environment, then consideration should be given to the correct level of lighting for the particular type and use of the road on which the traffic calming is to be placed. The lighting should cover the approaches to and the position of all traffic calming features. Supplementary lighting should be provided over the full extent of the traffic-calming feature. The use of a white light source is preferred and high-pressure sodium lighting should be specified as a minimum.

GENERAL REQUIREMENTS

Standard of Lighting

The provision of lighting on the public highway shall be designed, as appropriate for the road classification and use, to BS 5489. However, consideration should be given to the use of the draft European Road Lighting Standard pr EN 13201 Parts 1 – 3

Local Lighting Authority

The County Council is a Highway Authority under the Local Government Act 1966. The Highway authority has responsibility for the provision and maintenance of Road Lighting on adopted highways. The highway authority has permissive powers to provide lighting for the purpose of lighting the public highway and as such there is no statutory duty to provide lighting of the highway.

Light Source

Light sources will vary, but for the purposes of street lighting the discharge lamp, are the most efficient and should therefore be used. In conservation areas high-pressure sodium should be considered. However, where existing street lighting is to be replaced or improved then a ‘whiter’ light source, such as high-pressure sodium, shall be specified

Column Specification

The design specification shall be based upon the installation of hot dipped galvanised tubular steel columns to the latest British Standard or European equivalent. If street lighting is to be installed in a Zone E3 environment and is in a conservation area, the use of cast iron columns can be considered and will be subject to a separate specification when required.

New lighting columns should be positioned wherever feasible at the rear of the footway and at the boundary of properties, or in the adjacent grass strip a minimum of 0.8m back from the kerb face on roads of 30mph or less. A minimum distance from the kerb face of 1.5m should be used where this is feasible on roads with a higher speed limit. Care should be taken to ensure that the lighting column does not obstruct the free passage of the visually impaired, push chairs, wheel chairs etc.

Luminaire Specification

The type of luminaire used in a particular lighting scheme will vary in accordance with the area and the type of lighting to be provided.

All new luminaries shall be manufactured to the latest British Standard or European equivalent. They shall incorporate an efficient optical system to direct the light onto the highway. To ensure minimum environmental pollution of the 'night sky' the upward light of the luminaire should be kept to a minimum. However, where necessary, allowance should be made for decorative type lanterns.

Switching and Dimming

To control the hours of operation photoelectric control units should be fitted to all new street lighting. Wherever possible electronic photocells should be specified.

Consideration should be given to the provision of part night lighting or the dimming of lighting in Zones E1 and E2 as a means of protecting the environment and the tranquillity of the area after consultation with the local Parish Council.

Dimming may also be considered for roads, which have heavy peak time flows with substantially lower flows for the remainder of the night. However, safety of the road user is paramount and should not be compromised.

MAINTENANCE REQUIREMENTS

Statutory Requirements

The highway authority has a "duty of care" to ensure highway electrical equipment is maintained in a safe condition.

Inventories and Record Systems

An up-to-date inventory of all units should be maintained to enable satisfactory management of the maintenance process and to enable an accurate assessment of the energy charge. The following information should be the minimum information collected and maintained and is based on the recommendations of the Code of Good Practice for Public Lighting published by the Institute of Lighting Engineers.

Static Data

i) Unique identity (unit number and road number).
ii) Location: house number, etc.
iii) Ordnance Survey Grid Reference
iv) Unit Type: street lamp, bollard, sign, feeder pillar, etc.
v) Column/Post type: Material and finish.
vi) Date erected.
vii) Mounting height.
viii) Bracket: projection, type, extension sleeve, etc.
ix) Luminaires type.
x) Number of luminaries.
xi) Lamp type, including nominal wattage and total circuit wattage.
xii) Number of lamps per lantern.
xiii) Control type: type and regime of photocell or time switch.
xiv) Service owner: either electricity company or Local Authority
xv) Supply point: unit which is the interface between the electricity company and authority underground cables
xvi) Number of outgoing circuit at the supply point with service owner other than electricity company

xvii) Traffic sign category, warning, instruction, information, etc
xviii) Traffic sign diagram number
xix) Approved attachments.

Cable Records

Underground cable records should provide the following information: -

i) Source of Supply (supply point)
ii) Route of Cables
iii) Position of cables (including offset and depth)
iv) Type and size of cables
v) Position of cable joints
vi) Three phase or single phase supply
vii) Location, type and rating of protective devices

Fault Detection

Regular night-time scouting should be specified in the maintenance contract on the basis of twice monthly all year round. Reports from the public and other sources should be through the provision of:-

(a) a telephone fault line available to the public
(b) a web based fault reporting system.

Fault Repairs

The maintenance response times are indicated below: -

Bollard Lighting Unit	2 working days
Warning & Regulatory Signs	5 working days
Equipment failure (Lights Out Fault)	5 working days
Vandalism and/or Accident Damage	5 working days
Emergency Attendance	1 hour
Private Cable Faults	Minimum of 15 working days

Cyclic Maintenance

The following lamp changing frequencies are adopted: -

High-pressure sodium (SON) type	Every four years to coincide with cleaning and structural maintenance
Low-pressure sodium (SOX) type	Every four years to coincide with cleaning and structural maintenance
Mercury Vapour (MBFU)	Every two years

Electrical Inspections

Full electrical testing should be undertaken in accordance with the Institute of Electrical Engineers regulations. However, where the equipment is subject to misuse or prone to damage or vandalism this frequency will be adjusted to ensure compliance with the regulations. The results of periodic electrical inspections and tests will be recorded on an inspection certificate.

Structural Inspections

To reduce the risk to the public from falling pieces or items of highway electrical equipment, regular visual inspection of all streetlights and illuminated signs should be undertaken on a two yearly basis to ensure that the item is structurally safe. The visual inspection of the structural condition should be carried out at each cyclic maintenance visit.

ASSESSMENT OF STREET LIGHTING SCHEMES

New Lighting Schemes

Where new street lighting is to be provided then the merits of the scheme will be assessed using the form in Appendix 1 and prioritised on the basis of: -

a) Crime Prevention / Fear of Crime
b) Road Safety
c) Environmental Issues
d) Capital and Maintenance costs

Improvement Schemes

Where existing lighting is to be upgraded then the merits of the scheme should be assessed and prioritised as for new lighting schemes.

Replacement/Refurbishment of Existing Lighting

The replacement and refurbishment of existing street lighting equipment should be assessed and prioritised on the merits of the following criteria: -

a) The poor structural condition or electrical condition of the existing lighting.
b) The poor standard of the existing lighting.
c) The energy and/or maintenance costs.
d) The demand for better lighting.

PERFORMANCE INDICATORS

Performance indicators have been developed to monitor the performance of street lighting and illuminated signs in the following areas: -

a) Cyclic maintenance performance against replacement calendar.
b) Lamp replacement performance against replacement calendar.
c) Night-time inspections by areas
d) Fault repairs by working days and areas.
e) Lights out fault by audited survey.

ADOPTION OF DEVELOPMENT LIGHTING SYSTEMS

Where any proposed Section 38 and 106 scheme lies within the designated zones E1 to E3 mentioned in this policy document, consideration will be given to the inclusion of street lighting in any agreement. Regard should also be given to the design specifications laid down in the ‘Manual for Estate Roads’ and the Model Section 38 or 106 Agreement.

For each development the standard of lighting should be agreed by the Street lighting Manager or his representative and should be in accordance with the current British Standard or European equivalent.

Any lighting system adopted by the Highway Authority should be added to the inventory at the earliest opportunity.

EVENT SIGNING ON LAMP POSTS

Event signing on lampposts may be permitted, but will be limited to those events that are promoted or supported by the Parish, Town, Borough or District Councils.

Where requests are received to attach signs on lampposts then the Policy document PS 4/27 should be used to control event signing to minimise the inconvenience and danger to the road user and promote good practice.

NEW/IMPROVEMENTS TO STREET LIGHTING ASSESSMENT FORM

East Sussex County Council
eastsussex.gov.uk

Date Assessed……

TOWN/AREA	STREET NAME	ROAD NO

Crime Prevention/Fear of Crime:	
a) Crime prevention at sites agreed with the police	5
b) Upgrading substandard residential lighting to current standard	4
c) Vulnerable to fear of crime i.e. elderly, school children (i.e. school or residential home in street)	3
d) Crime prevention at sites agreed with the police where CCTV is present	3
Rating A	

Road Safety:	
a1) Accident site 5 night time accidents in 3 years, including 2 accidents in the last year	5
or	
a2) Accident site 2 night time accidents in 3 years including 1 in the last year	3
b) Improvement for pedestrians/cyclists	4
c) Improvements for those with disabilities, elderly (i.e. residential home, day centre etc in street).	2
d) Improvements for school children (i.e. school in street)	2
Rating B	

Environmental:	
a) Improvements to streets with public amenity (i.e. Public centres, shops, colleges, sports centres, community centres, health centres)	4
b) Improvements to County classified road network leading to or within town centres, main shopping areas	3
c) Improvements to Non- Principal Roads	2
d) Improvements to Principal Roads	1
e) Improvements to Conservation Area	1
f) Improvements in Rural area	1
Rating C	

Capital and Maintenance Costs:	
a) Condition of existing equipment	3
b) Incidence of vandalism	2
c) Low Maintenance/Energy costs	1
d) Benefit from reduced maintenance costs	1
Rating D	

Where schemes obtain equal points then a higher priority will be given to those schemes with higher points accrued under Crime Prevention and Road Safety.

Total Rating A+B+C+D = ……

Comments _____